



Fiscal Year 2014

Annual Report

*October 1, 2013 through
September 30, 2014*



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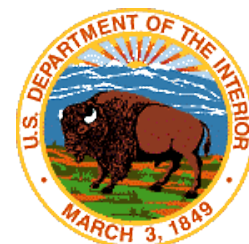
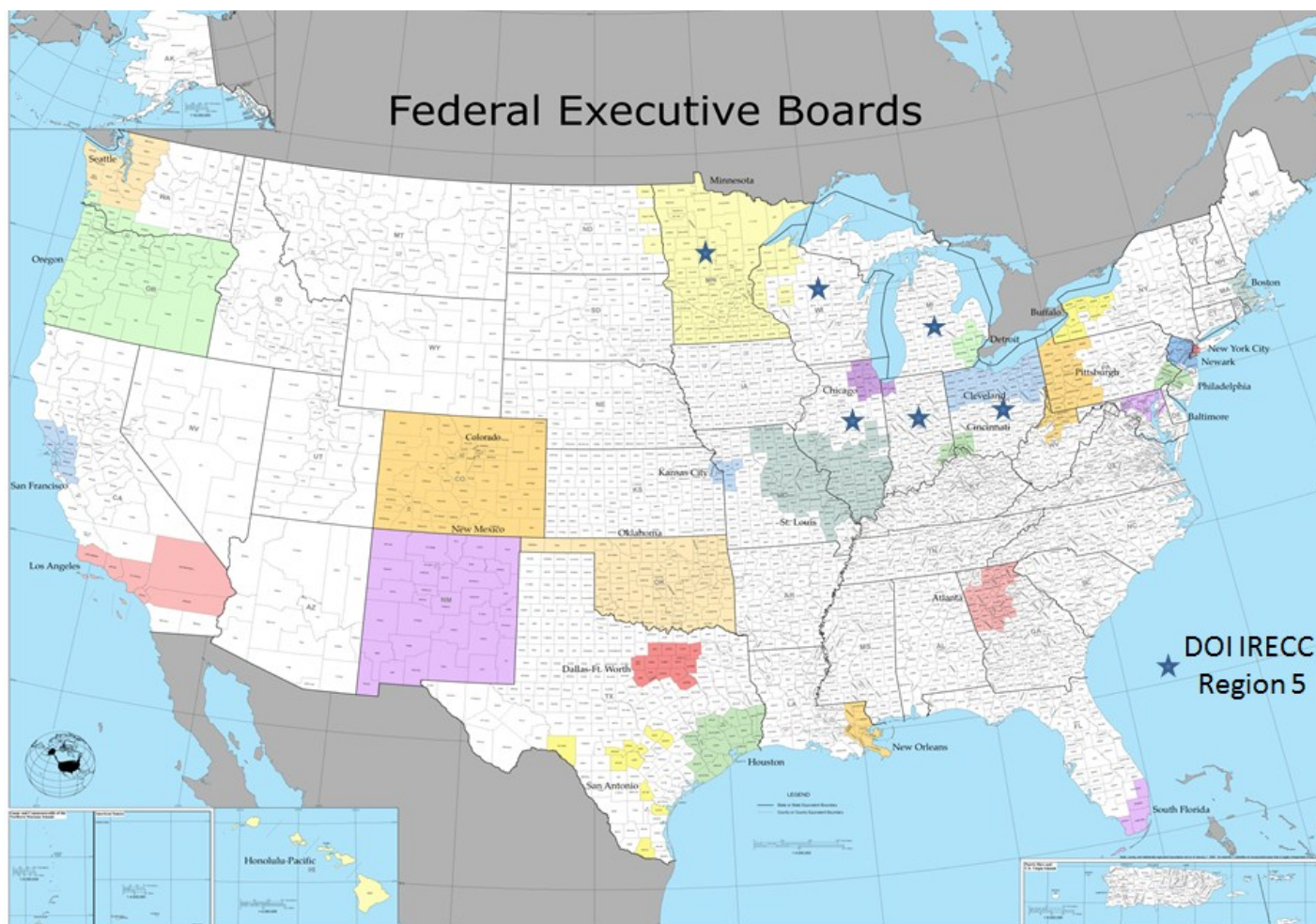


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FEB Nationwide Presence & IRECC Region 5



Demographics: Minnesota

Federal Workplace by the Numbers

The Federal government became the 2nd largest employer in Minnesota among public or private institutions. The U.S. follows the State Government of Minnesota (MSP Business Journal)

There are approximately 54,950 Federal, military and postal employees who work in Minnesota.

- ⇒ There are 12,450 postal service mail sorters, processors and machine operators who live and work in Minnesota.
- ⇒ More than 29,000 Federal retirees reside in Minnesota.
- ⇒ More than 380,000 veterans live and work in Minnesota.
- ⇒ More than 13,500 Members in the Minnesota National Guard
- ⇒ Roughly 29,028 Federal Employees

*Statistics from the BLS Current Employment Statistics (CES) Survey from May 2014, the National Active and Retired Federal Employees (NARFE) August 2014 issue and from the Minnesota Assistance Council for Veterans (MAC-V)

MASS FACTS

- ⇒ Approximately 120 Federal agencies maintain a presence in Minnesota that consist of over 54,950 Federal employees.
- ⇒ The Federal Executive Associations (FEAs) based in Duluth and Fargo and Grand Forks, North Dakota are supported by the Minnesota FEB.
- ⇒ The Federal Executive Board of Minnesota leads the Region V, Department of Interior (DOI), Regional Emergency Coordination Council which provides emergency coordination for all DOI agencies across the states of Minnesota, Wisconsin, Illinois, Indiana, Ohio, and Michigan.
- ⇒ The FEB of Minnesota sponsors the CFC Northern Lights Campaign in Minnesota, Iowa, and North Dakota.
- ⇒ The FEB's Shared Neutrals Program supports alternative dispute resolution in the 5 state area to include, Minnesota, Wisconsin, North and South Dakota and Iowa.

Leadership Fiscal Year 2014

Board Chair

Colleen Landkamer
State Director, Rural Development
US Department of Agriculture

First Vice Chair

Cliff Van Leuven
Federal Security Director
Transportation Security Administration

Treasurer

Lt. Col. Erika Cashin
Process Manager, 934th Airlift Wing, Air Force
Department of Defense

Local Federal Coordinating Committee (LFCC) Chair

Diane Langer, Federal Aviation Administration

Small and Disadvantaged Business Opportunity Council (SADBOC) Chair

Randall Czaia, Small Business Administration

Diversity Council Co-Chairs

Zong Yang, USDA Animal Plant Health Inspection Service
Margo Schroeder, 934th Airlift Wing, Air Force

Shared Neutrals Council Co-Chairs

Duane Voy, USDA Risk Management Agency
Maj. Kristin DeJarlais, MN National Guard

FOLD Council Co-Chairs

Mada Tautges, Food & Drug Administration
Mathew Weber, US Fish & Wildlife Service

Human Resources Council Co-Chairs

Cynthia Grindahl, Food & Drug Administration
Rick Greenblat, Fish & Wildlife Service

Executive Director

Joseph Schmitt

Assistant Director

Alyssa Bryan

Executive Summary

The Minnesota Federal Executive Board (FEB) fosters communication, coordination and collaboration among Federal offices across Minnesota. We produce new ideas and approaches to advance Federal initiatives and programs in the field. We identify strategic partners, bring them together and inspire them to work towards common goals.

The Twin Cities Federal Executive Board was chartered in 1966 and revised to statewide in 1998 to reflect our statewide network. The Minnesota Federal Executive Board achieved effective results during a year of leaner budgets and tighter resources. We provided a variety of cost-effective programs and activities, in response to the needs and expectations of our member agencies.

TOP FIVE FEB MINNESOTA ACTIVITIES IN FISCAL YEAR 2014

1. FEB Office moved back to the ARRA renovated B.H. Whipple Federal building in Fort Snelling on July 17, 2014 after spending three years at the Bloomington office “swing space”
2. FEB hosted first ever Military Commander’s Forum bringing together 60+ military commands from across the state to collaborate in a joint-service military environment
3. The FEB Diversity Council hosted 250+ at Diversity Day 2014 “Weaving Our Workplace”
4. The Federal Outreach and Leadership Development (FOLD) Program graduated 20 participants from 2013-2014 and began the 2014 year with a cohort of 20 representing 15 agencies
5. 37th Annual Minnesota Federal Civil Servant of the Year Awards Program honoring 87 of our top performing Federal employees

Vision: To be a catalyst for better government in the State of Minnesota and the contiguous states.

Mission: To increase the effectiveness of Federal government by strengthening coordination of government activities in Minnesota.



Visit us at www.minnesota.feb.gov

Executive Summary

I. Emergency Preparedness, Employee Safety and Security

- ⇒ The FEB in coordination with FEMA Region 5 conducted a statewide Emergency Preparedness Devolution Workshop that brought together Federal and State Emergency Preparedness professionals focused on Continuity of Operations, Devolution Planning, and Emergency Communications.
- ⇒ The FEB provided 36 weather related announcement and weather warnings to the Federal workforce in 2014 through our mass notification system.
- ⇒ The FEB played a critical role in solidifying the Minnesota Integrated Emergency Management Initiative through effective coordination with Federal, State and Tribal Nations in Minnesota.
- ⇒ The FEB conducted several tests of the Emergency Notification System with our FEB National Network, our emergency backup in Oklahoma, and our constituents in Minnesota.

II. Workforce Development and Support

- ⇒ The FEB further developed our fellowship program, with volunteer support in fiscal year 2014 from 7 fellows who donated an **estimated 5,460 hours that a GS-7/1 salary and benefits would equate to approximately \$108,603 worth of direct work/service to the Federal community.**
- ⇒ The Federal Outreach and Leadership Development (FOLD) Program graduated 20 participants from 2013-2014 and began the 2014 year with a cohort of 20 representing 15 agencies.
- ⇒ The Interagency Diversity Council of the FEB sponsored Diversity Day on June 6, 2014 at the Inver Hills Community College celebrating the theme “Weaving Our Workplace” and was attended by over 250 Federal, State and Local government employees.
- ⇒ The 37th Annual Minnesota Federal Civil Servant of the Year Awards Program was attended by over 550 guests and honored 87 of our top performing Federal employees including one “Excellence Beyond Expectations” award.
- ⇒ The FEB Shared Neutrals program assisted with 10 mediations/workplace facilitations in FY 2014, and grew their support Council membership by 400%

III. Intergovernmental Activities and Partnerships

- ⇒ The FEB hosted first ever Military Commanders’ Forum on March 11, 2014, bringing together 60+ military commands from all 5 military branches across the state to collaborate in a joint-service environment. Both officer and enlisted leaders were present.
- ⇒ The Fall 2013 CFC Campaign raised \$922,243.48 for Minnesota charities and 60% of all donations were received from online pledging.
- ⇒ The annual SADBOC Government Procurement Fair was held on April 30, 2014 and drew a crowd of over 1000 business owners.

BACKGROUND

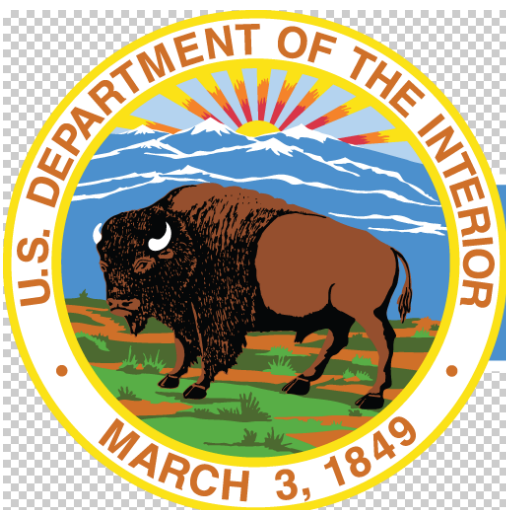
By Presidential Directive in 1961, President John F. Kennedy established Federal Executive Boards (FEBs) to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the U.S. Office of Personnel Management (OPM), which today maintains oversight of the FEB program.

The need for effective coordination among Federal organizations' field activities was clear then and is even more important in today's environment. Approximately 88% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Our regional and local Federal officials are the Federal government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas: (1) providing a forum for the exchange of information between Washington and the field about programs, management methods and administrative issues; (2) coordination of local approaches to national programs as approved by the Director, OPM; (3) communication from Washington to the field of management initiatives and other concerns for the improvement of coordination; and (4) referral to the national level of problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are comprised of the highest ranking local officials from each Federal agency in the FEB area. Board leadership and structure consists of elected officers (Chair and Vice Chairs) Councils and Committees specific to FEB programs. The FEB staff and volunteer interns manage the daily operations of the board.

Thank you U.S. Department of the Interior, Inner Office of the Secretary,
Office of Emergency Management for the outstanding support you provide to
The Minnesota Federal Executive Board



I. Line of Business: Emergency Preparedness, Employee Safety and Security

Noteworthy Accomplishments

- ⇒ The FEB in coordination with FEMA Region 5 conducted a statewide Emergency Preparedness Devolution Workshop that brought together Federal and State Emergency Preparedness professionals focused on Continuity of Operations, Devolution Planning, and Emergency Communications.
- ⇒ The FEB provided 36 weather related recommendations and announcements to the Federal workforce in 2014 through our mass notification system. Our weather recommendations are aimed at keeping the Federal workforce safe and are provided in coordination with NOAA, National Weather Service Chanhassen, MN Dept. of Transportation, MN State Police, State Surgeons Office, and other pertinent partners.
- ⇒ The FEB played a critical role in solidifying the Minnesota Integrated Emergency Management Initiative through effective coordination with Federal, State and Tribal Nations in Minnesota.
- ⇒ The FEB conducted several tests of the Emergency Notification System with our FEB National Network, our emergency backup in Oklahoma, and our constituents in Minnesota. The FEB has preprogrammed the most likely scenarios into the system so that we are ready for no notice severe weather emergencies.
- ⇒ The FEB distributed timely influenza updates and security considerations to Federal agencies from the MN Department of Health, and the FEB Executive Director continues to serve on the Board of Directors for the MDH Senior Advisory Committee.
- ⇒ The FEB regularly attended Emergency Preparedness meetings, work shops, planning groups and conducted exercises with Minnesota State Terrorism and Emergency Preparedness (M-STEP), Association of Minnesota Emergency Managers (AMEM), Metropolitan Emergency Managers Association of Minnesota (MEMA) with the primary focus being enhancing the abilities of individuals, communities, and businesses to respond to a disaster.
- ⇒ The Executive Director served as the Federal liaison to both AMEM and MEMA meetings where State and Local emergency managers were informed on current Federal policies, changes in Federal procedures, and highlights on future planning, training and exercise opportunities.



I. Line of Business: Emergency Preparedness, Employee Safety and Security (cont.)

- ⇒ Director Schmitt held quarterly conference calls with the I-RECC emergency managers who control DOI response assets in Minnesota, Wisconsin, Illinois, Indiana, Ohio, and Michigan. Chairman Schmitt maintains an IRECC dashboard that outlines all emergency response assets available in Region 5 as well as the staffing requirements to provide a full capability picture for National, regional and local leaders. This is the only IRECC that has this capability.
- ⇒ FEB continues to support quarterly FEMA Regional Interagency Steering Committee (RISC) meetings in Chicago, as funds allow. Director Schmitt attended meetings throughout the year representing FEB and I-RECC interests and shared them with the FEMA Regional Administrator and his staff
- ⇒ In further support of inter-governmental partnerships with 11 Minnesota tribes, FEB participated in a tribal interoperability exercise at Camp Ripley. This afforded FEB the opportunity to build partnerships and also assess FEB capability for communication during emergencies.
- ⇒ FEB Minnesota continues with the National Communications System as a Federal Points Of Contact (POC) for the Government Emergency Telecommunications System and Wireless Priority Service (GETS/WPS).
- ⇒ The FEB leads the Emergency Planning Intergovernmental Working Group that supports coordination between federal, state and local emergency planners.
- ⇒ The FEB continues to partner with the Minnesota Homeland Security and Emergency Management office and Public Safety Commissioner for the State to share information and leverage each other more effectively across the state.
- ⇒ FEB staff ran an annual Eagle Horizon communication test that utilized our Communicator NXT software. This test proved successful and we continue to partner with our Federal, state and local partners on how best to interface with this Emergency Notification System.
- ⇒ The Executive Director participated in the National Exercise Program Capstone Emergency Management Exercise (NEPCE) in Washington DC that utilized sequential and escalating scenarios to test National level communications, accountability, and reporting within DOI and FEMA Leaders in our nation's capitol.
- ⇒ FEB held many Active Shooter Response trainings in collaboration with Federal Protective Service, which informed the majority of Federal employees in the metro area how to act and react in the event of an active shooter in their workplace.

II. Line of Business: Workforce Development and Support

Training and HR Management Performance

- ⇒ The FEB further developed our executive fellows program, with volunteer support in fiscal year 2014 from 7 college fellows with varied professional expertise. FY 2014 fellows managed our response system, coordinated the Government on Display event, ran all awards and marketing for our Civil Servant of the Year program, captured SOPs on new video technology, planned and designed our first Congressional briefing in a decade, and contributed to all significant FEB operations. **FEB Fellows contributed an estimated 5,460 hours that a GS-7/1 salary & benefits would equate to approximately \$108,603 worth of direct work/service to the Federal community.** FEB Staff worked with all local colleges and universities on internship and career opportunities for their undergraduate students, graduate students recent graduates.
- ⇒ To support the Federal government community through conflict resolution, the FEB Shared Neutrals program assisted with 7 mediations/3 facilitations in FY 2014, and grew their support Council membership by 400%. The Council had two mediator members prior to 2014 that managed all cases, and this year, the Council grew by 8 new mediator members and a support community of several more who assist the Council as needed. The Shared Neutrals Council also offered 2 training seminars at the FEB Diversity Day event, which saw 40+ managers and 40+ employees learn conflict resolution skills while gaining education in the ADR process.
- ⇒ FEB Minnesota continues to offer pre-retirement and benefits seminars to meet the needs of the retirement-eligible Federal workforce. This year we hosted 5 pre-retirement benefits trainings including one new seminar at the annual Diversity Day event. Seminars reached 225 Federal employees and their spouses, covering primarily the FERS retirement system. A full accounting of all FEB training is available on the Cost Avoidance Report on page 19.
- ⇒ The FEB Human Resources Council continues to coordinate peer training in areas such as veteran's hiring, the Pathways program and Alternative Dispute Resolution. This year the Council created a comprehensive list of over 160 college and university contacts to use for job announcement and Pathways information dissemination.
- ⇒ FEB continues to share position vacancies from Federal and State agencies with our veterans, recent graduate and agency head groups. This is especially important for veterans as many of our MN National Guard members are being asked to leave the service and no longer have jobs. Director Schmitt has also met with six retiring colonels to provide network and resume support for their successful transition to the civilian workforce.
- ⇒ FEB hosted 4 "Writing For Results" training seminars for Federal employees based on the expressed need from Federal leadership in MN. These seminars trained 60 Federal employees in writing clarity, styles and methods for success.

FEB Office Move

- ⇒ The FEB spent countless hours preparing for the move back to the renovated Bishop Henry Whipple Federal building on Fort Snelling after three years in the Bloomington “swing space.” The move took place on July 17, 2014, and the new facility is state of the art with all new conference room furniture and a more robust space for long-term FEB operations and growth. FWS Region 3 will continue to manage IT needs for FEB and phone and email contacts will not change.

FEB Website and Social Media

- ⇒ FEB continues to see success from our new website, offering a more effective user experience and easier “pull communications” with a growing audience. The site has accessible weather alerts, event notifications, FEB council resources and a full events calendar for better communication with our partners. The new site allows streamlined event registrations and access to social media, which allows FEB staff to work more effectively and efficiently with partners. We have counted over 1000 visitors to the site every month.
- ⇒ The FEB continues to grow its social media presence through sharing important management and leadership initiatives with the Federal community. FEB maintains a large presence on Facebook, and it also uses Twitter, YouTube and LinkedIn to grow a greater online community.

FEB Annual Meeting and Executive Director’s Meeting

- ⇒ FEB Director and Assistant Director attended the Annual Executive Director’s conference, hosted in February this year in conjunction with the Annual CFC workshop. In Atlanta, GA. FEB directors discussed ongoing opportunities to collaborate, Communicator!NXT emergency back-ups, best practices and goals for our future funding.
- ⇒ The FEB participated in the Annual FEB Conference coordinated by the FEB Operations team under the U.S. Office of Personnel Management. FEB Minnesota staff joined the Board Vice Chair for policy briefings and educational seminars from various Federal executives including the OPM Director Katherine Archuleta, White House Director of Personnel Jonathan McBride, and the GSA Administrator, Dan Tangherlini.

FEB Employee Discount Programs

- ⇒ FEB MN assists employee morale by negotiating and offering discount programs to Minnesota professional sporting and other events on the Special Offers page of our website, including: MLB Twins Baseball in the Target Field Ballpark; NFL Vikings Football; NHL Wild Hockey; Professional Soccer—MN United FC, NBA Timberwolves and WNBA Lynx; St. Paul Saints Minor League Baseball Team; numerous music/events/shows at Xcel Energy Center in St. Paul and the Target Center in Minneapolis. This program benefited thousands of Federal employees and their families.

FEB Leadership Development (FOLD) Program



- ⇒ In July 2014, the FEB launched the 2014-2015 FOLD class, consisting of 20 participants from 14 different agencies and the goals of the program is to assist in the development of future Federal leaders and to address projected leadership vacancies brought on by retirements. FOLD participants interact with local agencies on student-coordinated site visits and classroom sessions while focusing on various leadership skills in areas of communications, writing, management, self-awareness and personal development.
 - ⇒ The FOLD Council continues to assist with FOLD program coordination, and in their second year as a Council, the members have streamlined planning, mentorship and council logistics.
 - ⇒ The graduating 2013-2014 cohort saw two new site visits this year, an International Day with foreign nation consulates/diplomats and a Fortune 500 Company site visit with Target Corp. senior leaders and a tour of the Global Corporate Command Center. The FEB and FOLD Council members offered these visits to build a greater professional network for emerging leaders.
 - ⇒ The FOLD Council organized its first ever Alumni event at a Twins game at Target Field. This successfully brought together alumni from four FOLD classes for a night of networking and building rapport.
-
- DHS Citizenship & Immigration Service
 - DOL Wage & Hour Division
 - Federal Aviation Administration
 - Federal Mediation & Conciliation Service
 - Fish & Wildlife Service
 - U.S. Food & Drug Administration
 - Minneapolis Passport Agency
 - Minnesota Army & Air National Guard
 - Corp. for National & Community Service
 - U.S. Air Force
 - USDA Animal & Plant Health Insp. Service
 - USDA Rural Development
 - VA Debt Management Center

Federal Field Safety and Health Council

- ⇒ The FEB sponsors the Twin Cities Field Federal Safety and Health Council that facilitates the exchange of ideas and information about Occupational Safety and Health. The council is designed to be a dynamic forum for sharing knowledge, ideas, expertise, technology and other OSHA resources among participating agencies to help reduce the incidence, severity and cost of injuries and illnesses at Federal facilities. Federal OSHA is a primary participant and advisor to the council.

Interagency Diversity Council

- ⇒ Develops and frames consistent Diversity/EEO policy among all Minnesota Federal agencies.
- ⇒ One new co-chair assumed responsibility for leading the Council beginning in October 2013. Margo Schroeder joined Zong Yang in leading the Council in evaluating the Council's mission and bylaws and both relied on Council Secretary, Amy Schwarz, to facilitate Council meetings and the myriad other activities hosted by the FEB Diversity Council.
- ⇒ The Interagency Diversity Council of the FEB sponsored Diversity Day on June 6, 2014 at Inver Hills Community College. The full day of diversity education and personal awareness celebrated the theme "Weaving Our Workplace" and was attended by over 250 Federal, State and Local government employees. The Council again offered the esteemed Management Track at the event to accommodate the specific needs of supervisors and managers, and brought in keynote speaker Steven Hine of MN DEED to share changes in MN workplace demographics. After the lunch break, participants enjoyed cultural storytelling by Nothando Zulu of the Black Storytellers Alliance (photo to right).
- ⇒ The Council conducted special drives to support needs of the community.
 - School Supply Drive to support four elementary schools expressing extreme need—July through September 2014
 - Food Drive during the Martin Luther King holiday period—January 2014



The FEB Intergovernmental Small and Disadvantaged Business Opportunity Council (SADBOC)

- ⇒ Provides forum for Federal, State and Local Government agencies and non-profits to share information on upcoming contracting opportunities, small business outreach events, legislative and policy changes that affect contracting with small and diverse businesses
- ⇒ The annual SADBOC Government Procurement Fair was held in Brooklyn Park, MN on April 30, 2014 and once again ***drew a crowd of over 1000 business men and women***. This year's event featured a 100 exhibitors, 50 procurement related workshops, and hundreds of scheduled one-on-one "matchmaking" meetings between small business owners and buyers from Government agencies and large prime contractors.

37th Annual Minnesota Federal Employee Awards Program

- ⇒ Held this year at the Crown Plaza Hotel in St. Paul on May 2, 2014, and attended by over 550 employees from civilian and military entities across Minnesota.
- ⇒ This year's keynote speaker was Kjell Bergh, Minnesota Consular Corps President and the Honorary Consul General of Tanzania, who offered an engaging and inspiring message to Federal employees, motivating them to serve and deliver results in their respective agencies and continue to find value in our diverse workplace.



- ⇒ A total of 87 employees were honored for their civil service in the categories of Leadership, Professionalism, Community Service, Administrative, Skilled Trades and the new "Excellence Beyond Expectations" award. Honorees were called to the stage individually to accept their recognition, followed by an Academy Awards modeled program for the top award winners by category.
- ⇒ In fiscal year 2014, the FEB also graduated 20 participants from the 2013-2014 FOLD program at our Civil Servant of the Year event, and paid them recognition for their hard work and accomplishments as the emerging leaders in Federal government in Minnesota.
- ⇒ Attended by the Canadian and Ecuadorian Consul Generals, as well as the U.S. Congressional Offices and private business partners who served on the Blue Ribbon Panel which met in April to help select our top award winners.

III. Line of Business: Intergovernmental Activities and Partnerships

15th Annual Government on Display at MOA

- ⇒ The FEB again hosted a Federal and State Government fair at the nation's largest shopping mall, the Mall of America (MOA). The 15th Annual Government on Display Exposition (GODE) at MOA was held on June 13-14, 2014. Over 20 participating Federal and State agencies as well as representatives from U.S. Congressional offices exhibited at the expo. The event was held in the summer rather than in January due to the expiring Continuing Resolution that month, and despite the season change, MOA saw over **380,000 visitors in attendance**.
- ⇒ The highly successful event hosted many bands and performances on stage, as well as live simulators, an adult's and a children's naturalization ceremony and many more activities to tie the Federal government to the state of Minnesota. The DHS Citizenship and Immigration Services bureau hosted the Naturalization Ceremony conducted by US District Court Judge Tony Leung who swore in over 50 adults and children as U.S. citizens during the GODE event on Saturday morning.

Northern Lights Combined Federal Campaign (CFC) and Local Federal Coordinating Committee (LFCC)

- ⇒ The FEB oversees the Local Federal Coordinating Committee (LFCC) of the Northern Lights Combined Federal Campaign (CFC). The Fall 2013 CFC Campaign raised \$922,243.48 for Minnesota charities and 60% of all donations were received from online pledging.
- ⇒ The LFCC was chaired by Diane Langer, FAA, with volunteer support from various Federal agencies in Minnesota. The LFCC also supports the Principle Campaign Finance Officer (PCFO) position. PCFO Wink Newcomb has managed the CFC campaign for the past 8 years and continues to work with the LFCC to broaden the list of participating charities to provide more valuable giving opportunities for Federal donors and to strengthen the Northern Lights campaign. Newcomb also worked diligently to share with FEB members the proposed changes to the CFC under OPM, and championed the programs that make ours a highly successful campaign.
- ⇒ LFCC Chairwoman Diane Langer won the esteemed **Hero Award** for her service and long-time commitment to the CFC campaign and Minnesota Federal giving community.
- ⇒ FEB Director, Assistant Director, LFCC Chair and PCFO attended this year's annual CFC workshop in Atlanta, GA to learn about online giving and LFCC structure changes to impact our campaigns in 2014-2015.

Military Commander's Forum

- ⇒ The FEB coordinated and hosted Minnesota's first ever Military Commanders' Forum on March 11, 2014, bringing together 60+ military commands from all 5 branches across the state to collaborate in a joint-service military environment. The event offered military commanders the opportunity to brief colleagues on their mission, joint-service training opportunities, and broaden their support network. Both officer and enlisted leaders were present.

Lean In Northern Lights Professional Women's Circle

- ⇒ FEB Assistant Director Bryan and Treasurer Lt Col Cashin launched a Lean In circle which develops women leaders following the book by the same name by Facebook COO author Sheryl Sandberg. The circle met monthly to discuss leadership, mentoring and personal and professional development, and the highlight of the year was the event which hosted Sheryl Sandberg and her Lean In team in Minneapolis for a roundtable discussion on leadership. The circle also hosted the TEDx event in December, in partnership with the FEB.

TEDxHiawathaWomen Event

- ⇒ The FEB in partnership with the Lean In Professional Women's circle hosted a TEDx event on Dec 6, 2013. This was in line with TEDx theme: Dare Greatly. The FEB was the lead coordinating agency for this event, and was initiated and spearheaded by FEB Treasurer Lt Col. Cashin. Director Schmitt was one of the guest speakers, and Assistant Director Bryan emceed the event and worked with media, speakers and FEB fellows to produce the event. Other guest speakers included Dr. Verna Price, motivational speaker and local television personality, Dierdre Van Ness, Minneapolis-St. Paul Business Journals "person on the move" for local speakers, and local blogger Molly, who champions the "Hey Eleanor!" blog.

American Red Cross Blood Drives

- ⇒ The FEB coordinated 5 blood drives this year, which assisted the American Red Cross in providing blood to over **951 patients** in need. The first blood drive at the renovated Whipple building took place on May 27, 2014. FEB has worked with agency leadership to increase worker flexibility around blood donation during work hours so more employees have the ability to give.
- ⇒ Director Schmitt also served on the Red Cross Blood Service board of directors for the second year, and helped advance the cause of blood services like the Red Cross whose services save lives and make an impact every day. The FEB also supported the board's *12 Hours of Giving* in December, during which the Federal community took the lead in blood donations and contributed to the event's 500 total donations. The FEB supported blood drive at the State Fair brought in 149 units of blood over two days.

Open Season Health Fairs

- ⇒ In partnership with health insurance representatives from multiple companies and the General Services Administration and other Federal building property managers across the State, the FEB hosted **20 health fairs** during 2014 open season. This provided the opportunity for Federal employees to ask their health insurance representatives important questions about their coverage and make educated decisions for their future health care needs.

International Citizen Event

- ⇒ Director Schmitt and Assistant Director Bryan attended the International Citizen black tie awards gala to build and support diplomatic relationships. The FEB staff were special guests of the International Citizen award recipient, Kjell Bergh, President of the MN Consular Corps.



Diversity Change Agent for Dept. of Interior OS

- ⇒ Assistant Director Bryan was asked to serve as the Diversity Change Agent for the Department of the Interior's Office of the Secretary, a privilege that will support diversity and inclusion across the country, most notably, in Washington D.C. and Minnesota. Bryan also attended the training for this role in August, which provided a broader network of professionals in this field which can support DOI objectives as well as the FEB Diversity Council.

Onboard New FEB Director in New Mexico

- ⇒ The Minnesota FEB supported new FEB New Mexico Director with onboarding, office and operational files and an initial visit in June to set up valuable partnerships with local agencies.

FEB Ongoing Partnerships

- ⇒ DOI BIA & FWS, 11 Tribal Nations of Minnesota and the Minnesota Indian Affairs Council
- ⇒ Numerous MN State Government Agencies including: Department of Public Safety; MN Division of Homeland Security & Emergency Management; Minnesota DEED State Workforce Centers; Minnesota Department of Health; and Metro Transit
- ⇒ Federal Executive Associations in Duluth, Fargo & Grand Forks
- ⇒ Canadian, Mexican and Ecuadorian Consulates General in Minneapolis
- ⇒ Metropolitan State University, Inver Hills Community College and University of Minnesota
- ⇒ Hudson High School
- ⇒ Mall of America
- ⇒ Society of Government Meeting Professionals (SGMP)

FINANCIAL PERFORMANCE

- ⇒ FEB Policy Board (Executive Committee) Workshop was held at Fitger's Inn in Duluth, Minnesota on September 23-24, 2014.
 - ⇒ Annual strategic planning session which provides a collaborative environment to plan next fiscal year operations and benefits all agencies performance and bottom line.
 - ⇒ Participants voted on new FEB policies or policy changes that will affect member agencies in FY2015.
- ⇒ The FEB continued to enhance our web-based on-line registration program for all major FEB events during Fiscal Year 2013. Our credit card transaction costs have been substantially lowered through the exclusive usage of PayPal's business services and the EventBrite online registration system. The FEB passed these savings along to agencies through lower costs for FEB training and programs.
- ⇒ The FEB continues to work with the FEB National Network on solutions to long term funding (standardization) issues inherent with FEBs falling under different host agencies.
- ⇒ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution)
 - ⇒ Mediates most difficult cases - 7 cases in FY 14, plus 3 facilitations

Very cost effective (e.g. little or no cost to agencies) \$297,892.92 in savings to the U.S. government (see Cost Avoidance Template - see page 19)

 - ⇒ The FEB Shared Neutrals program serves the state of Minnesota and contiguous areas of Wisconsin, Iowa and North and South Dakotas
- ⇒ Lt Col Erika Cashin of the Air Force's 934th Airlift Wing continues to do an exceptional job as the FEB Treasurer for 2014 and she found ways to streamline processes and leverage electronic banking to cut down time needed with this additional task. FEB has benefited from her attention to detail and financial prowess for the 2nd year.
- ⇒ The FEB underwent an external financial audit on August 12, 2014. Results were all favorable and the FEB finances meet or exceeded all Federal accounting standards.
- ⇒ FEB funds in 2014 offset costs to Federal employees for various trainings, leadership programs, and major FEB events.

2014 ADR and Training Cost Avoidance Report

Federal Executive Board

Combined Federal Campaign (CFC)	
2014 Total Contributions	\$922,243.48

<u>Awards and Recognition</u> (name of event)	Number of Attendees	Number of Awards Presented
37 th Minnesota Civil Servant of the Year Luncheon	570	88

<u>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	7	7	\$18,318.98	\$128,232..86
Pre-EEO Complaint:	2	2	\$74,881.29	\$149,762.58
Workplace Facilitation	3	3	\$4,000.00	\$12,000.00
Totals:				\$289,995.44

FEB- Sponsored Training Sessions & Other Savings	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance (Cost Savings x # of Attendees)
CSRS Pre-Retirement Training (x0)	\$332	\$80	\$252	0	\$0.00
FERS Pre-Retirement Training (x3)	\$332	\$80	\$252	185	\$46,620.00
FERS Midcareer Planning Seminar (x1)	\$279	\$80	\$199	37	\$7,363.00
Writing for Results (X4)	\$1,675	\$200	\$1475.00	64	\$94,400.00
FOLD Leadership Development Prgm	\$4,824	\$900	\$3,924	20	\$78,480.00
SADBOC Procurement Fair & Training	\$154	\$0	\$154	1023	\$157,542.00
Federal Diversity Day	\$381	\$30	\$351	280	\$98,280.00
GODE Recruitment/Marketing	\$3,860	\$125	\$3,735	20	\$74,700.00
Active Shooter Response Training	\$0.00	\$0	\$0.00	94	\$0.00
TedX Event	\$430	0	\$430.00	100	\$43,000.00
LSS Training	\$600	0	\$600.00	30	\$18,000.00
Strength/Resiliency Training	\$350	\$100	250.00	157	\$39,250.00
Leadership Seminar	\$440	\$0	\$440.00	85	\$37,400.00
Military Spouses Seminar	\$130	\$0	\$130.00	57	\$7,410.00
Space and Furn. Reutilization	\$27,600	\$0	\$27,600	0	\$27,600.00
Training Total:					\$742,045.00
Total with ADR:					\$1,032,040.44

FEB Organizational Chart



Federal Executive Board of *Minnesota* Organizational Chart – Fiscal Year 2015



Officers and Staff

Chair	Cliff Van Leuven
Vice Chair	Dr. Mick Dutcher
2 nd Vice Chair	Cmdr. Jane Moraski
Treasurer	LtCol. Erika Cashin
Executive Director	Joe Schmitt
Assistant Director	Alyssa Bryan
Executive Interns	Karl Battle Kaylee Eytchison Julian Kritz

Federal Executive Board of *Minnesota* Policy Board

Emergency Preparedness, Employee Safety & Security

- Federal Emergency Preparedness Council
- Federal Field Safety Council
- Dept. of Interior Regional Emergency Coordination Council
- DOI Office of Emergency Management
- Continuity Working Group
- Critical Emergency Preparedness Partnerships
 - FEMA Region 5
 - Association of Minnesota Emergency Managers
 - Metropolitan Emergency Managers Assoc.
 - FBI & FBI Infragard
 - Commissioner of Public Safety
 - Dept. of Homeland Security and Emergency Management
 - Minnesota Dept. of Health

Workforce Development & Support

- Diversity Council
 - Diversity Day
 - School Supply Drive
 - Special Emphasis Programs
- Human Resources Council
- Federal Outreach Leadership Development Program (FOLD)
- Western Region Management Development Center
- Tom Haley Consulting – Retirement Seminar Programs
- Veteran Agencies (DAV, MACV, Beyond Yellow Ribbon)
- University of Minnesota – Recruiting Fairs, Leadership Panels
- Fed. Employee Educational Assistance

Intergovernmental Activities & Support

- Shared Neutrals Council
- Combined Federal Campaign (LFCF)
- Small & Disadvantaged Business Opportunities Council (SADBOC)
- Government on Display Expo (MOA)
- Minnesota Indian Affairs Council (MIAC)
- Minnesota Sports Franchises – Discount Ticket Program
- Health Fairs – Open Season
- Society of Government Meeting Professionals
- American Red Cross
- MN Workforce Development Centers